

SWCD Training Module

Orientation for
New SWCD
Supervisors and
Employees

SWCD
OPERATIONS

District Operations Resources Reference Guide

This Module Covers:

- SWCD Office Coordinator's Basics
- Reference Materials
 - District Operations Manual
 - Audit Training Module
 - Quickbooks Accounting Procedures
 - District Law IC-14-32
 - Training for New Supervisors and SWCD Personnel
 - Agency Acronyms
 - Education Template
 - Key Dates to Remember
- Where To Go For Outside Help

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IDNR Division of Soil Conservation

SWCD OFFICE COORDINATOR'S BASICS

The SWCD operates from an office that is occupied by county, state and federal employees who are aligned for the common purpose of identifying and meeting a county's soil and water conservation needs. The SWCD is the lead local agency with NRCS, IDNR and Extension personnel acting in a support role. Guideline documents from the various agencies have been designed to support SWCD offices and those documents are briefly referenced in this module. Each should be available in SWCD offices for reference as may be needed. In addition, most are available on the internet for up-to-date information.

District Operations Manual

This manual contains materials for the operation of the Soil and water Conservation District office and includes many of the financial forms required by the State of Indiana, State Board of Accounts, and the State Soil Conservation Board for uniform accounting procedures.

Audit Training Module for SWCDs

This module illustrates financial and legal procedures and provides details about obtaining reference materials. Indiana State Board of Accounts standard accounting procedures are referenced and the legal details for district operations are referenced in numerous Indiana Code statutes. You can access this module via the World Wide Web at <http://www.agry.purdue.edu/swq/publications.htm>.

Quickbooks Accounting Procedures

The State Soil Conservation Board has approved the use of QuickBooks accounting software by SWCDs for bookkeeping tasks of the SWCD. Although the State Board of Accounts does not approve of the use of QuickBooks formally, they will not take exception to its use as they conduct an audit of SWCD. A uniform chart of accounts was developed as part of a template to help SWCDs start out from the same basis. SWCDs can add or delete accounts as appropriate for their individual circumstances. Staff from the Division will provide some assistance to SWCDs in initiating the use of QuickBooks accounting procedures. As always, adequate safeguards for security and backups of electronic files should be instituted by any SWCD using QuickBooks accounting.

The "District Law" Statute IC- 14- 32

The District Law is the legal authority for district operation and it should be read and understood by each District supervisor and employee. It is a valuable 'tool' to have as a reference document which relates to all aspects of district business. The Indiana Code reference 14-32 includes the legal description of the powers and duties of the State Soil Conservation Board, the Soil and Water Conservation District, and the IDNR Division of Soil Conservation. You can access the Indiana Code at <http://www.in.gov/legislative/ic/code/title14/ar32/>

Training Manual for New Supervisors and SWCD Personnel

In March, a training workshop is conducted to better equip new supervisors and personnel, as well as to "refresh" the background knowledge of those who have been on the job for a period of time. Training relates to various levels of expertise. You can access this manual via the World Wide Web at <http://www.agry.purdue.edu/swq/publications.htm>

Acronyms for All Agencies

Government agencies tend to shorten program titles to acronyms to simplify speech and typing. A listing of acronyms for all of the conservation agencies is maintained for the benefit of all persons. This list can be found on page 27 of the Supervisor Training Manual. It is updated regularly.

Education Template

Conservation education is a valuable component of SWCD operations. To assist in the development and procedures of an education committee, the Conservation Program Specialists created an education template. Many districts have used the template to guide them through this process. You can access the education template via the World Wide Web at <http://www.agry.purdue.edu/swq/publications.htm>

Key Dates and SWCD Annual Functions to Remember

January - SWCD Annual Conference

January, February, or March - SWCD Annual Meetings

March - New Supervisor/Employee Training Workshop

March 31 - SWCD Annual Financial Report filed with Division of Soil Conservation

August - *Supervisor Summer Splash* Training

August - *Pathway to Water Quality* - State Fairgrounds

November 1 - Election Committee Appointment Deadline

November 1st - Appointed Supervisor Nomination Deadline to SSCB

December 1st - Elected Supervisor Nominations Deadline to SSCB

Where SWCDs Can Find Outside Help

The primary contact for SWCD operational assistance is your Conservation Program Specialist. He or she is willing to assist in all aspects of district operations. In addition, other staff in the conservation partnership are willing to assist in any area of operation.

Indiana Conservation Partnership

IDNR - Division of Soil Conservation
402 West Washington Street, Room W265
Indianapolis, Indiana 46204-2782
317/233-3870

317/233-3882 FAX

<http://www.in.gov/dnr/soilcons>

Operations, Administration, Financial Support, and Technical Assistance

Indiana Association of Soil and Water Conservation Districts, Inc.
202 South East Street, Suite 740
Indianapolis, Indiana 46202-4056
317/692-7374

317/692-7363 FAX

<http://www.iaswcd.org>

Legislative and Advocacy Efforts; National Representation

Purdue University Cooperative Extension Service
615 West State Street
1140 AGAD Building
West Lafayette, IN 47907-2053

765/494-8490

765/494-5876 FAX

<http://www.agry.purdue.edu/swq>

SWCD Assistance and Guidance; Extension personnel

USDA Natural Resources Conservation Service
6013 Lakeside Boulevard
Indianapolis, Indiana 46278-2933
317/290-3200

317/290-3225 FAX

<http://www.in.nrcs.usda.gov>

Technical Assistance

Conservation Program Specialists

Soil and Water Quality Program Website

<http://www.agry.purdue.edu/swq>

Map of CPS Regions:

<http://www.agry.purdue.edu/swq/images/cpsmap.pdf>

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